

CITY OF WESTMINSTER LOT LINE ADJUSTMENT PROCEDURES

Submittal Requirements:

1. Three (3) copies of the completed Lot Line Adjustment Application including the following:
 - a. Form completely signed by the property owners. **Signatures must be notarized.**
 - b. Legal description of each parcel. (Exhibit "A")
 - c. Map showing existing and adjusted property lines. (Exhibit "B")
 - d. Site Plan diagram. (Exhibit "C")
2. Two (2) copies of title reports and backup documents.
3. Two (2) copies of traverse calculations.
4. Lot Line Adjustment Application fees.

In addition, applicant will submit the required number of sets of the Lot Line Adjustment Application and pay associated application fees to the County of Orange Resources and Development Management Department/Geomatics/Land Information Systems Division for a technical check of the application.

Processing Procedure:

1. Submittal of Lot Line Adjustment Application to the City and County of Orange simultaneously.
2. City staff will assign a case number.
- 3a. City staff will review the Lot Line Adjustment Application to verify compliance with local subdivision, zoning and building ordinances and the Subdivision Map Act.
- 3b. County of Orange staff will perform a technical check of the Lot Line Adjustment Application.
4. If necessary, applicant will make the necessary revisions to the Lot Line Adjustment Application and resubmits the application to the City and/or County of Orange.
5. Upon completion of revisions, applicant will obtain signature from County Surveyor on the application.
6. City staff will take the Lot Line Adjustment Application to City Council for approval. (No Public Hearing Required)
7. Once City Council approves the Lot Line Adjustment Application, applicant will submit the application to the County of Orange Clerk-Recorder Department for recordation.
8. Applicant will provide the City with a copy of the recorded Lot Line Adjustment Application.